APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address	FOR RECORDS MANAGEMENT DIVISION USE		
Dept. of Transit Operations Rail Maintenance Division/Communications 1015 E. Ponce de Leon Decatur, GA 30030	Date Received JUN 8 1983	Application No. 83-841	Date Completed JUN 15 1983
	1. Application		2. Dept. Application No.

4. Person to Contact	5. Working Title	6. Telephone Number
Mr. Larry Robinson	General Foreman	294-3411

7. Action Requested

a. [X] Establish Retention Schedule; record will continue to accumulate.

b. [ ] Dispose of present accumulation; no further accumulation anticipated.

c. [ ] Amend Application No. _____ Check One: [ ] Change; [ ] Supercede; [ ] Void

8. Dates of Series		9. Records Series Title (followed by title used in office; if different)
Earliest	Latest	Electronic Technicians and Apprentices
1979	Present	Exception Time Reports

10. Division and Office Function — What is the function of the Division and the Office in which this record series is created?

The Division of Rail Maintenance is charged with the responsibility of providing a safe, clean, and mechanically and electrically reliable rail transit system for the purpose of transporting people to and from their destinations in a professional, efficient, and economic manner.

The Central Control function is responsible for the operation and the maintenance of all electronic equipment related to the rail system.

11. Record Series Description — This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: Work performed under Force Account Code

Included is: The Exception Time Form (#27-7162) -- sample attached

File is arranged: By Calendar Year; by Pay Period

12. Monthly Reference Rate — How often are records referred to which are:

One to six months old ___10___ ; Seven to twelve months old ___6___ ; Thirteen to twenty-four months old ___2___ ;

twenty-five months and older _rarely_ ?

13. Annual Rate of Accumulation of Records

Letter-size drawers ___½___ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____

3012 (3/76)

YES	NO	14. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series?
X		If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Data from form inputted to the Transit Management Informatio System (TMIS)
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? TMIS Report

15. Retention Requirements   The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period _____ years.
b. Statute of limitation	_____ years.	e. Administrative need ___2___ years.
c. Federal law	_____ years.	f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Needed per requirement of Amalgamated Transit Union (ATU)

16. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

X Calendar Year; [ ] Fiscal Year; [ ] Other _____ then,

X Hold in the current files area _____ month(s) ___1___ year(s); then
[ ] Transfer to local holding area; hold _____ year(s); then
X Transfer to ~~State~~ MARTA Records Center; hold ___1___ year(s); then
X Destroy.
[ ] Transfer to State Archives for permanent retention.
[ ] Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above or write additional remarks):

17. APPROVALS.

Approved Department Records Management Officer	Date	Approved Legal Counsel	Date
	5/20/83	Brenda L. Pollard	5/31/83
Approved Division Head/Designee	Date	Approved Division of Audit	Date
	5/16/73	Britt	6/2/83
Approved Department Head/Designee	Date	Approved Department of Archives and History	Date
	5/20/83	Edward Weldon	6/14/83
Approved Records Management Analyst	Date	Approved MARTA Management Advisory Committee	Date
Regina H. Franklin	5/16/83		